

EXHIBIT A
Installation Report

**Electrical Business Machines Survey
for House Appropriations Committee**

Organizational Unit Bureau Department or Agency	Fiscal Division (Accts. Branch)	Location (city) Appropriation or other Budget Identification	Washington, D.C.
---	------------------------------------	---	------------------

Units of Equipment - Rented or Owned - June 30, 1953*

Allotment Ledger Trade Name:	No. of Units: Description:	Utilization F.Y. 1953 :	Percent of		Purchase Price
			Annual Rental:	Under 3 Years of Age:	

NCR	Bookkeeping Machines Class 30	3	No Record Maintained	-0-	\$8,212.50
-----	-------------------------------------	---	----------------------------	-----	------------

Lys 737.50
5475

Total	:	:	3	:	-0-	:	\$8,212.50
-------	---	---	---	---	-----	---	------------

Operating Data 1953 Fiscal Year

Analysis of Contract Services:		Man Years	Amount
	Operating Personnel	1.07	\$3,584.00
	Supporting Personnel	-0-	-0-
	Other Personnel	-0-	-0-
	Total	1.07	\$3,584.00
	Machine rental	xxx	\$ -0-
	Card and paper supplies	xxx	150.00(EST)
	Contract services	xxx	226.80
	Total		376.80

Planned Expansion or Reduction in F.Y. 1954:

No planned expansion

Functions Performed:

(Allotment Ledger) Machines are used for posting documents to Agency books of Account.
* Auxiliary equipment, such as addressing equipment, electric typewriters, adding machines, etc., included to adequately present the installation and the functions performed by it, should be listed on a separate schedule and attached to the appropriate installation report.

This format is provided to obtain a reasonable degree of similarity and consistency in all presentations. Blank forms, if used, will be supplied by the agency. Deviations deemed desirable should be discussed with the designated GAO representative.

II. NARRATIVE SUPPLEMENT

a. Special Factors

None

b. Management Controls

The authorization required to undertake any new job or discontinue any existing one is based upon a study and recommendation in each case and approval by the Chief, ^{F-1550} Finance Division and the Comptroller. Beginning 1 July 1953 a daily record of man-hours expended and postings made is maintained and summarized weekly and is used to estimate future man-hour requirements. There were no machines discontinued or declared excess from 1 January 1953 through 30 June 1953.

c. Agency Evaluation

Manual posting to Agency records of accounts would require substantially more personnel at a higher cost to the Agency. Speed and efficiency would decrease greatly under the manual system.

EXHIBIT A
Installation
Report

Electrical Business Machines Survey
for House Appropriations Committee

Organizational Unit	Fiscal Division	Location (city)	Washington, D. C.
Bureau	(Payroll Branch)	Appropriation or other Budget Identification	
Department or Agency	CIA		

Units of Equipment - Rented or Owned - June 30, 1953*

<u>Trade Name: Description:</u>	<u>Units: F.Y. 1953 :</u>	<u>No. of Utilization</u>	<u>Percent of</u>	<u>Purchase Price</u>	
			Annual	<u>Under 3</u>	<u>Over 3</u>

<u>Total</u>	:	:	:	:	:
--------------	---	---	---	---	---

Operating Data 1953 Fiscal Year

<u>Analysis of Contract Services:</u>	<u>Operating Personnel</u>	<u>Man Years</u>	<u>Amount</u>
		<u>Supporting Personnel</u>	<u> </u>
	<u>Other Personnel</u>	<u>1</u>	<u>\$3,410.00</u>
	<u>Total</u>	<u>1</u>	<u>3,410.00</u>
	 <u>Machine rental</u>	<u>XXX</u>	
	<u>Card and paper supplies</u>	<u>XXX</u>	<u>6.50</u>
	<u>Contract services</u>	<u>XXX</u>	
	<u>Total</u>		

Planned Expansion or Reduction in F.Y. 1954:

Functions Performed:

Payroll Operation

* Auxiliary equipment, such as addressing equipment, electric typewriters, adding machines, etc., included to adequately present the installation and the functions performed by it, should be listed on a separate schedule and attached to the appropriate installation report.

This format is provided to obtain a reasonable degree of similarity and consistency in all presentations. Blank forms, if used, will be supplied by the agency. Deviations deemed desirable should be discussed with the designated GAO representative.